

## Job Description

<b>Job Title</b>	Local Plan Co-Ordinator
<b>Grade</b>	PO2
<b>Reporting To</b>	Strategic Planning Team Leader
<b>JD Ref</b>	REG0159P

### Purpose

To establish, manage and oversee the local plan making process, including governance, timetabling, risk, budget, procurement, and engagement, supporting collaboration across departments and with external consultants, ensuring compliance with statutory timescales and legislation, and requires skills in communication, project management, data analysis, and financial oversight .

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Contribute to ideas and strategies on how best to implement the Local Plan Making process.
- Positively and proactively engage with colleagues across the LCR and wider community to adopt good practice, and support the engagement with LCR and wider planning matters.

#### Communication, Engagement and Training:

- Assist the Chief Planner and Strategic Planning Manager in ensuring the Local Plan regulations are statutorily met.
- Lead the production of a robust engagement strategy is developed and implemented which meets regulatory requirements and organisational standards of communication standards and digital presence.
- Lead the organisation, planning, management and reporting of the Local Plan internal governance group. Including maintaining action log, updating agenda and note taking.
- Lead communication with the statutory Local Plan Programme Officer, forming the single point of contact for the Strategic Planning Team.
- Co-ordinate with Corporate Risk Service to ensure the risk register meets appropriate standards and is maintained accordingly.
- Co-ordinate with Directorate finance business partner regarding monthly Local Plan budget meeting providing Strategic Planning Manager with updates.
- Leading on provision of highlight reports regarding the progression of the Local Plan in relation to the Local Plan timetable and Project Inception Document for Chief Executive, Senior

Leadership Team, Leader and Group Leaders, Chair and Spokes of relevant committee or Cabinet Member

- To support with wider training and awareness of matters relating to strategic planning when required for the elected members, planners within the service and more widely to other Council employees to update them regarding the progression of the new Local Plan.

#### **Data Analysis and Decision-Making:**

- Assist the Chief Planner and Strategic Planning Manager in ensuring that the Local Plan making process and all subsequent evidence which is gathered is effectively linked to the Council's information and intelligence services.
- Assist the Chief Planner and Strategic Planning Manager in ensuring that the Local Plan making timetable and all governance or oversight requirements are timetabled to meet decision making deadlines.

#### **Local Plan Preparation**

- Lead and co-ordinate the procurement process, including leading new appointments of bespoke consultants to deliver discrete pieces of work or to review and ensure continuity of existing contracts. Including submitting business case .
- Lead with the financial and project management of external consultants once appointed in partnership with lead planning officer.

#### **Performance Management:**

- Assist the Chief Planner and Strategic Planning Manager in ensuring that the Local Plan making process meets required statutory timescales in relation to the statutory Notice to Commence and Gateway deadlines.
- Assist the Chief Planner and Strategic Planning Manager by playing an active role to seek out and keep up to date with legislative requirements and provide robust challenge to the plan making process.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Establish and manage the Local Plan Oversight board, or a similar relevant group which is ensuring oversight of the Local Plan making process by key internal stakeholders, such as legal and finance.
- Ensure that all service initiatives in relation to co-ordinating the Local Plan process adhere to relevant legislation, policies and practices in relation to Local Plan making.

#### **Other:**

- Any other duties commensurate with the grade.



**ACCOUNTABLE**



**AMBITIOUS**



**RESIDENT  
FOCUSED**



**PROFESSIONAL**

## Role Specific Knowledge, Experience And Skills

### Qualifications

- Degree Level Qualification or equivalent experience
- *Desirable – Qualification in project management*

### Knowledge & Skills

- Excellent interpersonal, presentation and communication skills with the ability to develop and maintain highly effective working relationships.
- Ability to work unsupervised, to tight deadlines, and cope with changing priorities.
- Effective time management with the ability to work to tight deadlines, balance conflicting priorities and manage own workload.
- An ability to be flexible and supportive in order to achieve the expected goals.
- A good understanding and knowledge of ICT, Microsoft Word, Excel, Planner, Power Bi.
- Able to undertake accurate and detailed minutes at formal multi agency meetings
- A self-starter with own initiative to bring to new challenges and positively support the strategic planning service

### Experience

- Experience of developing and implementing programme/project management approaches.
- Experience of working to performance related outcomes within tight deadlines.
- Evidence of strong delivery, analytical, organisational and engagement capability.
- Experience of working collaboratively across internal departments and with external stakeholders, partners and suppliers.
- Proven ability to utilise organisational skills and time keeping.
- Experience of working with spatial planning/mapping software
- Experience of supporting procurement process
- Experience of managing finances, such as invoicing.

## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

### Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Mandy Lewis, Chief Planner**

**Date Of Approval: 23/03/26**



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